EARS Designation Form
Key Users

Energy _____ **CSBG** _____ **Other** _____

Agency Name: _____ Date: _____

Contact Person:_____ Phone: _____
<div align="center">Person completing this form</div>

Identify the key users for CSD's EARS web-based reporting system.

Data Entry User-- Staff person(s) authorized to key and finalize expenditure report data. This person cannot certify the expenditure report.

1. _____   Add _____   Delete_____

2. _____   Add _____   Delete_____

3. _____   Add _____   Delete_____

Certified User—Staff person authorized to certify (sign) expenditure reports. (Must complete signature form)

1. _____   Add _____   Delete_____

2. _____   Add _____   Delete_____

3. _____   Add _____   Delete_____

EARS Account Administrator--the person who will manage the Agency's user id log on and password accounts

1. _____   Add _____   Delete_____